



COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

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COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Tim M. Catherman
Deputy Commissioner, Support Services

DATE: December 16, 2003

SUBJECT: HHS Press Release

The US Department of Health and Human Services (HHS) issued the following press release today: HHS Urges Family Caregivers to Look After Themselves As Well As Their Loved Ones. It can be found at:

<http://www.hhs.gov/news/press/2003pres/20031216.html>

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Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Tim M. Catherman
Deputy Commissioner, Support Services

DATE: December 16, 2003

SUBJECT: 2000 Census and Virginia's Title III Funding Formula

As you know, the intrastate funding formula for Virginia's Title III Older Americans Act funds has four elements:

- population age 60 and over
- population age 60 and over in rural jurisdictions
- population age 60 and over in poverty
- population age 60 and over minority and in poverty

2000 census data is available to determine population age 60 and over and rural population age 60 and over by jurisdiction in Virginia. However, poverty and minority for population age 60 and over is not yet available.

Data used for the 1990 intrastate funding formula was obtained through a special tabulation the Census Bureau compiled for AoA. Kevin has been closely following AoA for the status of the tabulation of the 2000 census. After lengthy negotiations on the specifications, AoA has signed an agreement with the Census Bureau to conduct the special tabulation. The Census Bureau expects to complete this work sometime during the summer of 2004.

2000 Census and Virginia's Title III Funding Formula
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It appears that intrastate data needed to update Virginia's Older Americans Act funding formula will not be available by the time the planning allocations are normally distributed. Therefore, at this point in time, VDA plans to use the 1990 census information for disbursement of FY'05 funds.

We will continue to advise you as we get as information regarding the 2000 Census Special Tabulation on Aging project. If you have any questions, please contact Kevin Byrnes at (804) 662-7047 or me.

COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Janet L. Honeycutt
Director of Grant Operations

DATE: December 16, 2003

SUBJECT: October Unmet Needs Report

Attached, please find the Unmet Needs Report for the month of October. Just for clarification I am again sending a good definition of what this report is and is not.

The Unmet Need data supplied to us by the AAA's reflect a "snapshot" of the unmet service demand in their area for one month each quarter (January, April, July, and October).

This information does not estimate demand, number of persons served or number of persons underserved.

It does report only the demand that is actually assessed, reassessed or requested during the month being reported.

It does not report the maximum possible demand unless that is the actual assessed demand.

It does connect each unit of service demand to a specific individual.

Hope this is of some assistance. If you need any clarification on this report or it's data, please feel free to contact me at 662-9341 or via e-mail.

VIRGINIA DEPARTMENT FOR THE AGING
Unmet Demand for October, 2003

PSA	R C V D	Adult Day Care			Home Delivered Meals			Homemaker			Personal Care			Residential Repair			Transportation			PSA
		Unmet Demand (hours)	Persons Unserved	Persons Under- served	Unmet Demand (meals)	Persons Unserved	Persons Under- served	Unmet Demand (hours)	Persons Unserved	Persons Under- served	Unmet Demand (hours)	Persons Unserved	Persons Under- served	Unmet Demand (homes)	Persons Unserved	Persons Under- served	Unmet Demand (trips)	Persons Unserved	Persons Under- served	
1	x	722	3	3	17015	220	393	16933	382	147	2872	31	29	144	150	34	5134	282	112	1
2	x	442	3	1	15429	80	360	8244	207	4	563	0	84	219	219	0	0	0	0	2
3	x	0	0	0	45,265	269	857	7,975	105	177	1,973	15	23	70	25	45	22	11	0	3
4	x	0	0	0	9,278	0	237	9,312	131	171	0	0	0	0	0	0	1,823	0	61	4
5	x	0	0	0	190	1	37	127	5	3	360	14	0	0	0	0	0	0	0	5
6	x	0	0	0	14,876	143	502	10	1	0	266	16	2	5	5	0	5	5	0	6
7	x	0	0	0	1963	4	38	408	2	10	108	4	5	0	0	0	0	0	0	7
8A	x	0	0	0	7	7	0	0	0	0	0	0	0	0	0	0	0	0	0	8A
8B	x	0	0	0	0	0	0	0	0	0	12	3	1	0	0	0	16	8	0	8B
8C	x	8,792	66	3	460	0	10	76	5	7	0	0	0	0	0	0	0	98	5	8C
8D	x	0	0	0	1,917	0	90	0	0	0	0	0	0	0	0	0	0	0	0	8D
8E	x	496	2	6	60	3	0	44	2	1	452	7	9	32	32	0	150	16	37	8E
9	x	320	4	0	592	0	57	6	0	1	363	1	27	11	11	0	3,042	0	168	9
10	x	8,988	1	8	0	0	0	442	22	0	319	8	0	8	8	0	754	0	377	10
11	x	0	0	0	282	61	14	50	19	1	20	1	0	0	0	0	56	0	56	11
12	x	0	0	0	18,161	13	445	652	27	96	2,116	13	90	7	7	0	37	3	16	12
13	x	1,368	2	17	460	5	20	8,381	82	134	257	2	4	0	0	0	10	4	96	13
14	x	0	0	0	16,260	36	334	2,496	0	78	0	0	0	0	0	0	0	0	0	14
15	x	0	0	0	0	0	0	79	3	0	865	6	1	17	17	0	64	5	2	15
16	x	0	0	0	0	0	0	0	0	0	0	0	0	7	9	0	0	0	0	16
17/18	x	1,808	8	7	4,112	2	50	1,314	21	31	4,517	63	5	49	45	4	2,304	80	197	17/18
19	x	140	0	4	240	0	4	900	0	25	0	0	0	0	0	0	12	0	6	19
20	x	0	0	0	20	1	0	320	15	8	640	20	0	396	198	0	0	198		20
21	x	461	8	4	1,928	91	0	0	0	0	7,543	58	116	0	0	0	1,506	121	10	21
22	x	0	0	0	44	4	0	0	0	0	30	0	0	20	20	0	0	0	0	22
TOTAL ANNUAL # AAAs		23,537 282,444 25	97	53	148,559 1,782,708 25	940	3,448	57,769 693,228 25	1,029	894	23,276 279,312 25	262	396	985 11,820 25	746	83	14,935 179,220 25	831	1,143	TOTAL ANNUAL # AAAs

COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Marsha Mucha
Administrative Staff Assistant

DATE: December 16, 2003

SUBJECT: Commonwealth Council on Aging Meeting Minutes

Attached for your information are the minutes from the September 4, 2003 Commonwealth Council on Aging meeting.

If you have any questions or would like additional information, please let me know.

Commonwealth Council on Aging

MEETING MINUTES

September 4, 2003

Virginia Department for the Aging Conference Room

Members Present: Betty M. Bowden
J. W. Burton
Mary Lee Cantor
David Cash
Dr. Barbara Chrisley
Catherine Galvin
Jack Hilton
Judith Koziol
Adolphus Nelum
Suzanne Obenshain
Judi Reid
Xavier Richardson
Shirley Rogers
Raymond Spalek
Barbara Taylor
Erica Wood
Ella Brown Wright

Members Absent: Elvira Shaw

Ex-Officio Absent: Terry Smith, *Department of Social Services*
Diana Thorpe, *Department of Medical Assistance Services*

Guests: Cary Speidell, *SeniorNavigator*
Carter Harrison, *Alzheimer's Association*
Bill Massey, *Executive Director, Peninsula Agency on Aging*
Tracy Stauffer, *MSW, The Windsor*
Robernette & David Simms, *The Answer*
Kathryn Wiley, *Photographer*

Staff: Jay W. DeBoer, J.D., *Commissioner*
Tim Catherman, *Deputy Commissioner, Support Services*
Bill Peterson, *Deputy Commissioner, Programs*
Ann Rasmussen, *MSW Intern*
Marsha Mucha, *Administrative Staff Assistant*

Meeting Called to Order

Mr. J. W. Burton, Chairman of the Commonwealth Council on Aging, called the meeting to order at 10:05 a.m. He introduced new Council member, Dr. Barbara Chrisley, and asked Council members, staff and guests to introduce themselves.

The minutes of the June 5, 2003 meeting were reviewed and approved with a correction in the spelling of "visitability" on pages 3 and 4.

Commissioner's Report

Commissioner DeBoer reported that the Virginia Department for the Aging (VDA) staff had been busy monitoring and is continuing to work on the various strategic plans that have been requested.

Commissioner DeBoer announced that Dr. Chambers had resigned from the Council. He also announced that Dana Martin Johnson, who serves as VDA's Assistant Attorney General, and her husband had a new baby daughter born on August 4.

Commissioner DeBoer also reported that the Virginia State Plan for Aging Services that is submitted to the federal government every four years had been approved. He noted that Dr. Peterson was the primary author of the Plan and Commissioner DeBoer thanked him and others who contributed to the finished product.

Commissioner DeBoer, reported that because of the impact of the new budget effective July 1, VDA has been involved in making contract amendments and adjustments with the area agencies on aging (AAAs) and other contractors to implement the additional round of budget reductions. He noted that VDA staff has also been looking carefully at the upcoming budget cycle and the estimated \$1 billion dollar shortfall announced by the Governor last month.

Commissioner DeBoer announced that the AARP/Governor's Conference on Aging would be held on September 25 and 26* at the Koger Select Center. He noted that he would bring greetings and that VDA would have a table at the Conference. Commissioner DeBoer also noted that several VDA staff members have been involved in planning the workshops. Dr. Richard Lindsay will be the luncheon speaker on the first day of the Conference with the Governor speaking in the afternoon. After the Conference, a series of listening sessions will be held around the state based on an action agenda developed from the Conference.

*NOTE: Conference has been rescheduled for November 24 and 25.

Legislative Committee Report

Mrs. Suzanne Obenshain, Chairman of the Legislative Committee, presented the following draft 2004 Legislative Platform:

- No additional funding cuts for Aging
- Additional transportation funding in the amount of \$1.25 million
- Additional ombudsman funding in the amount of \$1.5 million
- Funding in the amount of \$50,000 for a study of the "Impact of Virginia's Aging Population on the Commonwealth"

In addition, the Legislative Committee proposed that the Commonwealth Council on Aging support the following initiatives and programs:

- Support the inclusion of basic accessibility design features in the construction of new single-family homes receiving state and federal assistance (visitability), which will help older Virginians remain in their homes.

- Support the restoration of \$75,000 cut from the Virginia Center on Aging at Virginia Commonwealth University.
- Support the concept of a virtual Virginia Comprehensive Center on Alzheimer's Disease.
- Support the expansion of the Public Guardianship Program in the amount of \$250,000.

Mrs. Obenshain further reported that, if adopted by the full Council, the Legislative Committee recommends that the Platform be incorporated into the Council's Annual Report and that the Annual Report be distributed to all legislators and candidates running for office.

Dr. Peterson reported that, during the Public Relations Committee meeting, concerns were raised that the recommendation for the aging study did not contain a strong enough statement of need for the study and that \$50,000 would not be enough money to conduct the study.

After further discussion, the Council adopted the Legislative Committee's recommendations with the provision that the Legislative Committee and the Public Relations Committee rework the aging study recommendation to be included in the Annual Report.

A summary of the Platform will be made available at the upcoming AARP/Governor's Conference on Aging.

Public Relations Committee Report

Mrs. Barbara Taylor, Chairman of the Public Relations Committee, reported on the following committee activities:

- The pocket card that was to be used for legislative education was too costly to produce. Instead, a letter, along with specific information about the aging population in their districts, will be sent to all legislators and candidates running for office.
- The Public Relations Committee has reviewed the first draft of the Annual Report.
- After the Public Relations Committee finishes their current projects, they will begin to examine some of the other projects proposed as a result of Council committee and subcommittee activities.

Mrs. Taylor reminded Council members that Mrs. Kathryn Wiley attended the last Council meeting and she explained that Mrs. Wiley was in attendance today to provide the Council with an update on an intergenerational campaign she is working on.

Mrs. Wiley explained that she is working with the Martin Agency to develop a "call to action" campaign to connect generations X and Y (12 to 35 year olds) to the elderly. Mrs. Wiley asked for the Council's support of the campaign.

After further discussion, the Council agreed to work with Mrs. Wiley, through the Public Relations Committee, on an ad campaign to bridge the intergenerational gap between older Virginians and generations X and Y.

Dr. Peterson reported that a handbook had been developed in partnership with the Alzheimer's Association and the Department of Motor Vehicles on dementia and driving. He further explained that VDA would also be working on a brochure for medical professionals on this same issue. Dr. Peterson noted that VDA has also been in contact with George Mason University, the Eastern Virginia Medical School and with VCU as to what role allied health professionals (i.e. physical and occupational therapists) can play in helping families and individuals cope with changes that may impact an older individual's ability to operate a motor vehicle safely.

Planning and Development Committee Report

Mr. Jack Hilton, Chairman of the Planning and Development Committee, asked subcommittee chairmen for brief reports of their work on the Strategic Plan for Aging in Virginia.

- **Transportation-Reported by Mr. Hilton.** Mr. Hilton asked Mr. Cash to report on transportation initiatives in his area. Mr. Cash recently attended a Staunton City Council meeting and he distributed a copy of a letter he had written to the Staunton City Council requesting that they increase their contribution or give a special donation to the Valley Program for Aging Services to help purchase a new vehicle. Mr. Cash noted that he will also be meeting with the Augusta County Board of Supervisors to seek additional transportation funds and perhaps will send a request to the Board of Directors of Augusta Hospital as well.

Mrs. Galvin noted that, through Mr. Cash's efforts, the City of Staunton has formed a task force to explore aging issues in the city. The city has received a report from the task force and is now looking at designating specific planning activities for that group. The task force is currently looking at housing issues and how the city can respond to the increasing housing needs of older people.

Mr. Hilton reported that he had also received transportation reports from Mr. Burton and Mrs. Rogers. Mr. Hilton also reported on senior transportation initiatives in Northern Virginia.

In closing his remarks, Mr. Hilton reported that he had recently attended a US Senate Special Committee on Aging, entitled "Keep America's Seniors Moving." The main topic was aging drivers. He noted the excellent job that Ms. Terri Lynch did as a panelist at the forum.

- **Housing – Reported by Mrs. Wood.** Mrs. Wood gave a brief update of three areas of particular interest to the Housing Committee. 1) The Governor's Housing Conference will be held November 12 – 14 in Norfolk. 2) In 1999, the General Assembly passed a provision for a tax credit for home modification. The Committee would like the Council to produce a brief, bulleted brochure on the home modification tax credit. If possible the Committee would like to have the information, in some fashion, available at the Governor's Housing Conference. 3) A study resolution was passed during the 2003 Legislative Session providing that the Housing Study Commission look at the "visitability" issue and create a "visitability" work group. That work group has been

meeting but, at this point, Mrs. Wood did not know if there would be legislation from the work group for the upcoming session.

- ***Community Based Services/Support for Caregivers – Reported by Mrs. Koziol.*** Committee members are interested in the Commonwealth developing a statewide data set on older Virginians. The data set could begin with the information that VDA and the AAAs gather on the Uniform Assessment Instrument (UAI). The committee is also interested in a statewide needs assessment of older Virginians. As a starting point, the committee will look at the various local and regional assessments that have already been conducted.
- ***Health Care System – Reported by Mrs. Galvin.*** Mrs. Galvin has assumed chairmanship of this subcommittee, since Dr. Chambers resigned. She announced that some monies were distributed through the Department of Health and Human Services to various health clinics in Virginia. Virginia received \$1.5 million and the monies were distributed to clinics in Alexandria, Highland County, Lynchburg and Southwest Virginia for clinics to expand health services. Many of the clinics are adding doctors, dentists and nurse practitioners.
- ***Plan for Successful Aging – Reported by Mrs. Bowden.*** Mrs. Bowden reported that Mr. Bill Massey, Executive Director of Peninsula Agency on Aging, as well as Ms. Terry Smith, Adult Services Program Manager at the Department of Social Services, have agreed to serve as members of the Committee. Mrs. Bowden has also invited a representative from the AARP to serve on the Committee. She noted that she has had informal discussions with Mrs. Smith concerning educational opportunities for middle school students to learn about aging and elder abuse.
- ***Visibility of Aging Issues in all Facets of State Government – Reported by Mr. Richardson.*** Mr. Richardson is in the process of scheduling a meeting.

Election of Officers

Mr. Burton reported that Article III, Section 3, of the Council's bylaws states that the election of officers will take place at the annual meeting and that Article V, Section 4, states that the Council will hold its annual meeting which shall be the last meeting of the fiscal year ending June 30.

Mr. Burton explained that, due to a planning oversight, elections were not held prior to June 30. He proposed that today's meeting be declared the Council's 2003 annual meeting for the purpose of the election of officers. The bylaws also state that the officers serve two-year terms so the next election of officers would take place in 2005. Mr. Burton also proposed that VDA staff work with the new officers to ensure that the 2005 elections are held in accordance with the bylaws.

The Council approved the declaration of the September 4, 2003 meeting as the Council's 2003 annual meeting.

Mr. Burton next called on Mr. Hilton for a report from the Nominating Committee. Mr. Hilton presented the following slate of candidates for office:

- Judi Reid, Chairman
- Erica Wood, Vice Chairman
- Barbara Taylor, Secretary

A motion was made and seconded to close the nominations and the candidates were elected unanimously.

Commissioner DeBoer presented Mr. Burton with a certificate of appreciation and a gavel on behalf of the Council and staff of VDA. Mrs. Reid presented Mr. Burton with a plaque on behalf of the Council and thanked him for his dedication and outstanding service over the last four years.

Mrs. Reid thanked Council members for their vote of confidence in electing her as chairman.

Other Business

Mrs. Reid's first order of business as chairman was establishment of the Council's Executive Committee. Mrs. Reid moved that, as immediate past chairman, Mr. Burton serve on the Executive Committee in a non-voting advisory capacity for the remainder of the fiscal year ending June 30, 2004. The Council approved the motion.

Mr. Cash nominated Mr. Hilton and Mrs. Obenshain to serve on the Executive Committee as the members at large as required by the bylaws. The Council approved the motion.

Mrs. Reid explained that Article IV, Section 2, of the bylaws states that the chairman shall appoint the members of the standing committees. She noted that in order to maintain the momentum and for continuity purposes the committee chairmen and members of the committees would remain as currently established.

Next Meeting

Mrs. Reid reported that the next Council meeting would be held on Thursday, December 4, 2003. Mrs. Reid offered proposed meeting dates for next year as follows:

- January (to coincide with the Virginia Center on Aging's Legislative Breakfast which will be January 28, 2004)
- Late May or early June (Annual Meeting)
- Early September
- Early December

After some discussion, it was decided that proposed meeting dates would be sent out for four meetings in 2004.

Public Comments

There were no public comments.

Adjournment

There being no further business, the meeting was adjourned at 12:00 p.m.

	
Mrs. Barbara Taylor, Secretary	Date
<i>Commonwealth Council on Aging</i>	